



Homeland Security

Office of Emergency Communications (OEC)
Fiscal Year (FY) 2011 Statewide Communication Interoperability Plan (SCIP)
Implementation Workshop
Frequently Asked Questions (FAQs)

Q1: What is the purpose of the SCIP Implementation Workshop?

Similar to the Fiscal Year (FY) 2009 and 2010 workshops, the purpose is to help each State¹ implement its SCIP by bringing State and local representatives together to discuss communications gaps and SCIP initiatives. The SCIP Implementation Workshops will be participatory and hands-on, and will focus on the specific needs and priorities of each State.

Q2: What will the workshop cover?

The focus of the workshop is to help each State implement its SCIP. States will be asked to choose one or more of the service offerings, detailed below, that is most timely and beneficial to the State. Each workshop will also include a brief presentation on OEC, the services it offers, and issues the States should be aware of now and in the future.

The workshops service offerings are organized around governance and phases of the SCIP Planning and Implementation Lifecycle (Strategic Planning, Initiative Planning, Assessment & Measurement, and Buy-In & Compliance).

1. **Governance for SCIP Implementation:** At the core of any effective statewide interoperability effort is a functioning system of governance. In order to support States in their governance efforts, the following offerings are related to governance:
 - a. Intrastate Regional Governance Development: The workshop will assist States that are interested in developing an intrastate regional governance framework for their interoperability effort. Through facilitated discussion, participants will discuss the current statewide interoperability governance framework, brainstorm ways to enhance and develop the intrastate regional components, and develop a plan to implement the ideas.
 - b. SIGB Development: The workshop will assist States that want to strengthen the effectiveness of their statewide governing bodies. Through facilitated discussions and small group exercises, participants may discuss their specific roles and responsibilities, develop a charter where none

¹ State refers to State and territory.

exists, generate and prioritize ideas for ways to change an existing charter and/or bylaws to make the group more effective, identify membership gaps, and define relationships to other governance entities in the State. Furthermore, the group may participate in team building exercises in order to strengthen relationships and garner buy-in to the importance of their roles.

2. **Strategic Planning:** The first phase of the SCIP Planning and Implementation Lifecycle is Strategic Planning, which includes all aspects of creating and updating the SCIP. The following two offerings are related to strategic planning:
 - a. SCIP Initiative Update: The workshop will assist States in updating the initiatives in their SCIP and align the initiative section of the SCIP with those reported in the annual SCIP Implementation Report. Through facilitated discussions, participants will review, revise, and update the SCIP initiatives to address progress, existing gaps, and new priorities. For example, some States may want to update the SCIP to include new initiatives for emerging technologies such as wireless broadband. The SWIC will use these updates to satisfy the reporting requirements of the annual SCIP implementation report.
 - b. SCIP Strategy Update: This workshop will assist States in updating and enhancing the entire SCIP Strategy, including the overall vision, mission, goals, and initiatives. It will utilize many of the same techniques applied in the SCIP Initiative Update offering, but will not be limited to the initiatives. By the end of the day, the State will have an updated SCIP Strategy that includes a revised vision, mission statement, goals, and initiatives. The SWIC will use these updates to satisfy the reporting requirements of the annual SCIP implementation report.
3. **Initiative Planning:** The second phase of the SCIP Planning and Implementation Lifecycle is Initiative Planning, which is where the SCIP initiatives are clarified and developed. The following offerings are related to initiative planning:
 - a. SCIP Initiative Planning: The workshop will assist States to translate the SCIP into specific work that can be executed by the governing body and stakeholder working groups. Prior to the workshop, SWICs will identify priority initiatives to be discussed during the workshop. Through a facilitated process, participants will define the project scope and objectives, and create a work plan that includes appropriate timelines for those priority initiatives.
 - b. Strategic Project Plan Development Support: The workshop will assist SWICs who think they could benefit from strategic project management guidance. Prior to the workshop, SWICs will look at the entirety of the

tasks in front of him or her and begin the process of identifying which are most important. The facilitation team would spend the day working with the SWIC (and other core stakeholders invited by the SWIC, if applicable) to agree on priorities, identify challenges and potential resources, partners, and opportunities, and set realistic goals and timelines.

4. **Assessment and Measurement:** The fourth phase of the SCIP Planning and Implementation Lifecycle is Assessment and Measurement, which is focused on the assessment and measurement of the SCIP and each of the implemented initiatives. The following offering is related to assessment and measurement:
 - a. SCIP Assessment and Measurement: The workshop will assist States in setting up a process to assess and measure SCIP implementation. Through facilitated discussions, participants will develop short-term, initiative-specific measures and long-term, goal-specific measures to evaluate progress.
5. **Buy-In and Compliance:** The Buy-In and Compliance phase is an iterative, ongoing process that is critical to the SCIP Planning and Implementation Lifecycle. The following offering is related to buy-in and compliance:
 - a. Statewide Interoperability Education and Outreach: The workshop will assist States in creating a well-defined outreach plan or enhancing an existing plan for the overall statewide interoperability effort or for a specific issue or initiative. Through facilitated discussions, participants will identify critical officials and emergency response personnel who need to be kept aware of SCIP activities and define the method in which this information will be provided to these stakeholders regularly. In addition, participants will define outreach efforts to market the State's communications interoperability program (or a specific initiative), expand the community of program participants, and identify owners to support those efforts.

Q3: What is the anticipated outcome of the workshops?

Outcomes will vary according to the service offering(s) selected by the State.

1. **Governance for SCIP Implementation:**
 - a. Intrastate Regional Governance Development: the State will have agreement on an effective intrastate regional governance framework that is aligned with the State's planning needs and an action plan to implement the governance framework.
 - b. SIGB Development: SIGB members will be more aligned to their mission and have a shared understanding of their roles, responsibilities, and rules of engagement.

2. **Strategic Planning:**

- a. SCIP Initiative Update: the SWIC will have an updated list of initiatives for inclusion into both the State's official SCIP and the upcoming SCIP Implementation Report.
- b. SCIP Strategy Update: the State will have an updated SCIP strategy that will include a revised vision, mission statement, goals, and initiatives. The SWIC will use these updates to satisfy the reporting requirements of the annual SCIP implementation report.

3. **Initiative Planning:**

- a. SCIP Initiative Planning: the State will have initiative project plans that can be used to drive progress against the SCIP.
- b. Strategic Project Plan Development Support: the State will have a prioritized list of tasks, clarity on challenges ahead, mitigation strategies, and draft project plans that identify potential partners, resources, and timelines.

4. **Assessment and Measurement:**

- a. SCIP Assessment and Measurement: participants will have agreement on a set of performance measures and will have identified a process to monitor and evaluate performance.

5. **Buy-In and Compliance:**

- a. Statewide Interoperability Education and Outreach: the State will have a well-defined outreach plan designed to build understanding, buy-in, and enthusiasm around the SCIP and/or around a specific SCIP initiative (i.e., the narrowbanding mandate).

Q4: Are States required to participate in a workshop?

The workshop is not mandatory, but is highly recommended as it will help the State achieve greater buy-in and progress towards SCIP implementation. In FY 2009, OEC conducted workshops with 49 of the 56 States and territories and in FY 2010, OEC conducted workshops in 50 States.

Q5: Is the receipt of future U.S. Department of Homeland Security (DHS) grant funding contingent upon participating in the workshop? (Will we receive future DHS grant funding if we do not participate?)

This process will not directly impact DHS funding allocations to States. However, the SCIP Implementation Workshops will help OEC align its resources and programs, such as the IECGP funding goals, to States' needs.

Q6: What level of effort/resources will be required of the State and local entities in order to participate in the workshop?

Similar to the FY 2009 and 2010 process, OEC will speak with the Statewide Interoperability Coordinator (SWIC) or SCIP point of contact (POC) to determine the

requirements for participation in the workshop. As a result, only the necessary personnel from the Federal, State, regional, local, and tribal (as applicable) levels will be invited to participate in the one-day workshop.

Q7: What is the timeframe for scheduling a workshop?

The workshops will be offered from November 2010 until June 2011. There will be no workshops scheduled past June 30, 2011.

Q8: When and where will my workshop be held?

OEC will work with the SWIC or SCIP POC to determine the date and location of the workshop within the State. SWICs should contact Darcie Gladden at Darcie.Gladden@dhs.gov or (202) 343-1615 with any questions.

Q9: How long will the workshop be?

The workshop will be one full day – beginning around 8:30 a.m. and finishing no later than 5:00 p.m.

Q10: Who from OEC will attend the workshops?

OEC will provide a facilitator, a note taker, a Federal representative to lead the workshop and the appropriate OEC Regional Coordinator, if available.

Q11: Who are the suggested workshop participants from the State and local entities?

As stated previously, OEC will work with the SWIC or SCIP POC to determine who should attend the workshops based on their desired outcomes. OEC strongly recommends including the members of the State's statewide interoperability governing body and ensuring representation from all levels of government, disciplines (police, fire, and emergency medical services [EMS] at a minimum which can be represented through State associations), and regions within the State. OEC also encourages SWICs to invite neighboring States' SWICs to attend to enhance interstate collaboration.

Q12: Will participants receive funding to participate in the workshop (if travel is required)?

OEC will not provide funding (travel or per diem) for State and local participants. However, the State may choose to use DHS grant funding (e.g., IECGP, HSGP funds if stakeholder travel is already programmed within your grant budget) to pay for travel and lodging as needed. OEC will fund the travel costs for its own staff.